

Property Address: _____

*****This checklist needs to accompany your building permit application**

County of Roanoke Building Permit Application Checklist

Application and Related Documents

- ☐ Completed Permit Application
- ☐ Proof of Ownership (if not current in property appraisal records)
- ☐ Owner's Affidavit if Owner Permit
- ☐ Contractors License, when required
- ☐ County Business License, when required
- ☐ VDOT highway entrance permit if applicable
- ☐ Health Department construction permit for well and/or septic or water/sewer availability letter from Utility Department
- ☐ Soil test report and engineer's recommendation and/or design when project located within a designated expansive soil area of the county (See Expansive Soil Policy).
- ☐ Engineers report and design for structures located on lots with steep slopes. (See Steep Slope Policy)

Erosion and Sediment Control Plan (2 copies)

- ☐ 0 - 2,500 sq. ft. of disturbed area – no plan required. Plot plan to indicate measures to control storm water runoff to adjoining properties during construction.
- ☐ 2,500 – 5,000 of disturbed area – Signed "Agreement in Lieu of" letter and plot plan to indicate minimum E & S measures per the agreement. Permit Fee
- ☐ 5,000 – 10,000 sq. ft. of disturbed area – Certified Responsible Land Disturber for project. Erosion and Sediment Control Plan prepared by either the RLD or a Professional Engineer.
- ☐ 10,000 sq. ft and over - Certified Responsible Land Disturber for project. Erosion and Sediment Control Plan prepared by Professional Engineer. Surety and Permit Fee.

Permit Plot plan (3 Copies)

- ☐ Owners Name
- ☐ Name, address, occupation and signature of person preparing the plan if other than a registered design professional
- ☐ Property Address and County Tax Map Identification Number
- ☐ The scale of the plan and north arrow indication
- ☐ Property lines and dimensions drawn in accordance with an accurate boundary line survey
- ☐ Existing structures (walls, fences, accessory buildings, etc.) and proposed new construction
- ☐ Distances from all structures to adjoining property lines and required setbacks
- ☐ Existing and proposed grades including topographic contours with 2' intervals. Limits of all grading and land disturbing activities.
- ☐ Size of disturbed area.
- ☐ Identification of potential expansive soil types per the Roanoke County Expansive Soil Policy
- ☐ Location of floodplain, floodway and floodway fringe from FEMA Flood Hazard Boundary maps and finished floor elevations or 100 acre water shed per Roanoke County Drainage Standards.
- ☐ Location, dimensions and type of all easements.
- ☐ Proposed or existing location of septic tank, drain field and repair area if applicable; or location of sanitary sewer line(s).
- ☐ Proposed or existing well location if applicable; or location of water service line.
- ☐ Proposed driveway and parking areas
- ☐ Plan to indicate final disposition of all storm water to an approved discharge point.

Property Address: _____

*******This checklist needs to accompany your building permit**

Building Construction Drawings (2 Copies)

- ☐ Two complete sets of plans must be submitted with each permit application.(USBC 111.5 & IRC R106.1)
- ☐ Plans shall not be submitted when defaced, faded, incomplete, unscaled, or indefinite.(IRC 106.1.1)
- ☐ National mail-order type plans that do not contain all of the information covered by this outline, or plans that do not conform to the adopted code requirements, or do not accurately represent the proposed structure, are not considered acceptable for use. In such cases, you must edit the plans to depict your project. Please use black ink for this purpose: **Do not use red ink or pencil.**(USBC 111.5)

Each set of plans must accurately depict the following information. It may be necessary to obtain professional assistance in order to provide a plan as required.

- ☐ **FOUNDATION PLAN FOR WOOD FLOORS** Preferred Scale: 1/4" = 1'(IRC R403.2, R106.1)
- ☐ Soil bearing value. Submit engineering soil reports for foundations on fill or if calculations are for greater than 2,000 P.S.F. soil bearing capacity.(IRC Table R403.1)
- ☐ A completely dimensioned plan of the foundation.(IRC R401-R403)
- ☐ The size, location, and spacing of all piers and girders proposed.(IRC R606)
- ☐ The size, spacing, and direction of run of all joists proposed.(IRC R502, R505)
- ☐ The location of crawl holes and crawl space ventilation.(IRC R408.1)
- ☐ Any special construction required by the structure or by any site condition.(IRC R301.1, USBC 111.5.2)
- ☐ The size and location of all isolated pad footings.(IRC Table R401.4.1)
- ☐ Floor sheathing materials.(IRC R503)
- ☐ All recommendations made by the soils engineer, if required.(IRC R401.2, R401.4)
- ☐ **FOUNDATION PLAN FOR SLAB FLOORS** Preferred Scale: 1/4" = 1'(IRC R106.1)
- ☐ A completely dimensioned plan of the footing and slab.(IRC R401-R403)
- ☐ The extent and location of all slabs and foundations for patios, breezeways, garages, etc.(IRC R506)
- ☐ Size and location of all special footings, grade beams, retaining walls, slab blockouts, etc., required by the structure.(IRC R403)
- ☐ All recommendations made by the soils engineer, if required.(USBC R401.4)
- ☐ **FLOOR PLAN** Preferred Scale: 1/4" = 1'(USBC 111.5 & R106.1)
- ☐ A completely dimensioned floor plan for each floor level.(IRC 106.1 & USBC 111.5)
- ☐ A clarification of the use of all rooms in the building (i.e., bedroom, study, living room, utility room, etc.)(IRC R304)
- ☐ The location of all plumbing fixtures.(IRC R306)
- ☐ Location and description of all electrical fixtures including outlets, switches and smoke detectors, service panels and feeder panels. Indicate GFCI and arc-fault protection.(IRC 317,E3603,E3608 & USBC 3501.8)
- ☐ Door and window sizes, location, and types. Safety glazing indicated where required.(IRC R308)
- ☐ Location of heating and cooling equipment and ventilation fans. Combustion air supply where required by fuel burning appliances.(IRC R303.6, R303.3, exception)
- ☐ The size, spacing, and direction of run of all floor and roof members in each room. All balconies, breezeways, carports, and garages.(IRC R802, R804, R502, R505)
- ☐ Location, type of fuel, fireplaces/stoves.(IRC R1003, R1004)
- ☐ **ELEVATIONS** Preferred Scale: 1/4" = 1'(USBC 111.5 & IRC R106.1)
- ☐ Four (4) elevations of the exterior of the building.(USBC 111.5.2)
- ☐ Exterior wall materials (may be shown on sectional drawing).(USBC 114.0)
- ☐ Type of roofing and the pitch of the roof (may be shown on sectional drawing).(IRC R904, R905)

- ☐ The location and extent of all exterior shear walls, if required.(IRC R301.2)
- ☐ The location of all let-in braces or approved alternate wall bracing methods.(IRC R602.10, R603.3.3)
- ☐ A complete set of dimensions in the vertical direction to clarify the height proposed (may be shown on sectional drawing).(IRC R305)
- ☐ The elevations should show actual site conditions.(USBC 111.5.1)
- ☐ Location of all openings (windows, doors, etc.) in exterior walls.(IRC R310.1.1, R311.3, R311.4)
- ☐ Location of all decks, balconies & exterior stairs.(USBC 302.1.1)

- ☐ **FRAMING SECTIONS**
- ☐ Completely dimensioned cross-sections of the entire building, showing the type of construction to be used. In most buildings, a transverse and longitudinal cross-section will be required.(IRC R111.5.2)
- ☐ Complete cross-section and details of any unusual construction.(IRC111.5.2)

- ☐ **CONSTRUCTION DETAILS**
- ☐ Stairways.(IRC R314)
- ☐ Balconies.(IRC R111.5.2)
- ☐ Framing elevations of the various shear walls (including tie-down details, if used), plywood thickness and nailing, shear transferring connections, and wall plate boltings.(IRC R301.2)
- ☐ Post and beam connections.(IRC Table R603.3)
- ☐ Guard rails (connections, materials, spacing, etc.)(IRC R316)
- ☐ Fireplace and chimney detail.(IRC R1001, R1002, R1003, R1004)
- ☐ Retaining walls with more than 4 feet of unbalanced fill require an engineered design.(IRC R404.1.3(2))
- ☐ Roof framing plan and ventilation details.(IRC R802, R804, R806)
- ☐ Fire separation walls and ceilings between garage and remainder of dwelling.(IRC R309.1, R309.2)
- ☐ Description of insulation materials and R values.(IRC R320)